



BOARD MEETING FEEDBACK

Adoption of Business Plan Meeting

Company Name: _____ Date: _____

Mentor: _____

	Comments:
<div>Setting the Stage:</div> <div><input type="checkbox"/> Meeting details were effectively communicated to guest evaluators well in advance of the meeting date.</div> <div><input type="checkbox"/> Guests received a copy of the business plan and meeting agenda.</div> <div><input type="checkbox"/> Guests were professionally greeted and escorted to the meeting area.</div> <div><input type="checkbox"/> Documents are professionally prepared and presented.</div> <div><input type="checkbox"/> ALL company members are dressed professionally.</div> <div>Call to Order:</div> <div><input type="checkbox"/> Chairperson (President) calls the meeting to order on time.</div> <div><input type="checkbox"/> Guests are welcomed and introduced.</div> <div><input type="checkbox"/> Team members individually introduce themselves and identify their roles within the company.</div> <div>Adoption of the Agenda:</div> <div><input type="checkbox"/> An opportunity to amend the agenda is provided.</div> <div><input type="checkbox"/> Motion to adopt the agenda is made, seconded, voted upon and carried.</div> <div>President's Report:</div> <div><p>The President provides a general overview of the company—highlighting the company product, mission statement, main goals, management team, potential risks and other pertinent information.</p><div><input type="checkbox"/> Motion to adopt the report is made by the President and seconded by another company member, followed by an opportunity for questions/answers. Note that questions/answers can be omitted at this time and handled by each of the Vice-Presidents at the time of their respective reports. Chairperson calls for 'all in favour.' Motion is voted upon and carried.</div><div><input type="checkbox"/> President confidently and professionally presents the report and answers questions.</div><div>or</div><div><input type="checkbox"/> President lacks confidence and/or professionalism in the presentation or in answering questions.</div><div><input type="checkbox"/> President provides a thorough and acceptable report, covering all pertinent information.</div><div>or</div><div><input type="checkbox"/> President's report is lacking in information and leaves many questions unanswered.</div></div> <div>Vice-President of Production</div> <div><p>Vice-President of Production discusses plans for production including, but not limited to, such things as: goals, equipment/materials needed, organization of production, wholesale/retail suppliers, labelling, quality control, potential problems, costs of production, tracking of inventory, and market demand.</p><div><input type="checkbox"/> Motion to adopt the report is made by the VP of Production and seconded by another company member, followed by an opportunity for questions/answers. Chairperson calls for 'all in favour.' Motion is voted upon and carried.</div><div><input type="checkbox"/> VP of Production confidently and professionally presents the report and answers questions.</div><div>or</div><div><input type="checkbox"/> VP of Production lacks confidence and/or professionalism in the presentation or in answering questions.</div><div><input type="checkbox"/> VP of Production provides a thorough and acceptable report, covering all pertinent information.</div><div>or</div><div><input type="checkbox"/> VP of Production's report is lacking in information, leaving many questions unanswered.</div></div>	

<div data-bbox="186 196 509 231" data-label="Section-Header"> <p>Vice-President of Finance</p> </div> <div data-bbox="186 236 1136 370" data-label="Text"> <p>Vice-President of Finance provides financial details including, but not limited to, the following: start-up costs, current balance sheet, projected income statement, proposed accounting method (ie. use of a spreadsheet), and charities (if any) that will be supported by the company.</p> </div> <div data-bbox="186 403 1110 841" data-label="List-Group"> <ul style="list-style-type: none"> <input type="checkbox"/> Motion to adopt the report is made by the VP of Finance and seconded by another company member, followed by an opportunity for questions/answers. Chairperson calls for 'all in favour.' Motion is voted upon and carried. <input type="checkbox"/> VP of Finance confidently and professionally presents the report and answers questions. or <input type="checkbox"/> VP of Finance lacks confidence and/or professionalism in the presentation or in answering questions. <input type="checkbox"/> VP of Finance provides a thorough and acceptable report, leaving out no details. or <input type="checkbox"/> VP of Finance report is lacking in information. <div data-bbox="186 908 662 943" data-label="Section-Header"> <p>Vice-President of Marketing and Sales</p> </div> <div data-bbox="186 948 1125 1118" data-label="Text"> <p>Vice-President of Marketing and Sales provides a thorough overview of the marketing plan and should include information such as, but not limited to: target market, marketing strategies, competition (strengths and weaknesses), marketing advantage, costs associated with marketing, price comparison with competitor pricing, market research to establish product and its pricing.</p> </div> <div data-bbox="186 1150 1143 1620" data-label="List-Group"> <ul style="list-style-type: none"> <input type="checkbox"/> Motion to adopt the report is made by the VP of Marketing and Sales and seconded by another company member, followed by an opportunity for questions/answers. Chairperson calls for 'all in favour.' Motion is voted upon and carried. <input type="checkbox"/> VP of Marketing and Sales confidently and professionally presents the report and answers questions. or <input type="checkbox"/> VP of Marketing and Sales lacks confidence and/or professionalism in the presentation or in answering questions. <input type="checkbox"/> VP of Marketing and Sales provides a thorough and acceptable report, leaving out no details. or <input type="checkbox"/> VP of Marketing and Sales report is lacking in information. <div data-bbox="186 1688 639 1723" data-label="Section-Header"> <p>Vice-President of Human Resources</p> </div> <div data-bbox="186 1728 1109 1865" data-label="Text"> <p>Vice-President of Human Resources presents the human resources management plan and touches upon the following: # of shareholders, salaries, wages, commissions, allocation of duties/responsibilities, skills set required by team members, initial/ongoing training of company members, and other pertinent information.</p> </div> <div data-bbox="186 1897 1136 2368" data-label="List-Group"> <ul style="list-style-type: none"> <input type="checkbox"/> Motion to adopt the report is made by the VP of Human Resources and seconded by another company member, followed by an opportunity for questions/answers. Chairperson calls for 'all in favour.' Motion is voted upon and carried. <input type="checkbox"/> VP of Human Resources confidently and professionally presents the report and answers questions. or <input type="checkbox"/> VP of Human Resources lacks confidence and/or professionalism in the presentation or in answering questions. <input type="checkbox"/> VP of Human Resources provides a thorough and acceptable report, leaving out no details. or <input type="checkbox"/> VP of Human Resources report is lacking in information. </div></div></div>	
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<p>Vice-President of Environment, Health and Safety</p> <p>Vice-President of Environment, Health and Safety outlines the company's plan to ensure a safe and healthy environment for all and the consideration to health and safety concerns related to the production of the product itself. Consultation with outside experts/authorities may be highlighted.</p> <p><input type="checkbox"/> Motion to adopt the report is made by the VP of Environment, Health and Safety and seconded by another company member, followed by an opportunity for questions/answers. Chairperson calls for 'all in favour.' Motion is voted upon and carried.</p> <p><input type="checkbox"/> VP of Environment, Health and Safety confidently and professionally presents the report and answers questions.</p> <p>or</p> <p><input type="checkbox"/> VP of Environment, Health and Safety lacks confidence and/or professionalism in the presentation or in answering questions.</p> <p><input type="checkbox"/> VP of Environment, Health and Safety provides a thorough and acceptable report, leaving out no details.</p> <p>or</p> <p><input type="checkbox"/> VP of Environment, Health and Safety report is lacking in information.</p>	
<p>Vice-President of Information Technology</p> <p>Vice-President of Information Technology presents the company's plan for utilizing technology. Some topics that may be included are: enhancing communication through the use of technology, strategic use of social media and/or a website presence, use of software applications and for what purposes, etc.</p> <p><input type="checkbox"/> Motion to adopt the report is made by the VP of Information Technology and seconded by another company member, followed by an opportunity for questions/answers. Chairperson calls for 'all in favour.' Motion is voted upon and carried.</p> <p><input type="checkbox"/> VP of Information Technology confidently and professionally presents the report and answers questions.</p> <p>or</p> <p><input type="checkbox"/> VP of Information Technology lacks confidence and/or professionalism in the presentation or in answering questions.</p> <p><input type="checkbox"/> VP of Information Technology provides a thorough and acceptable report, leaving out no details.</p> <p>or</p> <p><input type="checkbox"/> VP of Information Technology report is lacking in information.</p>	
<p>Concluding the Meeting:</p> <p><input type="checkbox"/> New Business (if pertinent) is accommodated.</p> <p><input type="checkbox"/> Advisors and guests are invited to present final comments.</p> <p><input type="checkbox"/> President thanks company members and guests for their participation.</p> <p><input type="checkbox"/> Adjournment of Meeting is done in a professional manner.</p> <p><input type="checkbox"/> ALL team members actively participated in the meeting, remained focussed and interested, and contributed positively to the meeting outcome.</p> <p>or</p> <p><input type="checkbox"/> NOT ALL team members actively participated in the meeting, remained focussed and interested, and contributed positively to the meeting outcome.</p>	

General Comments/Suggestions: